

Appendix I: Master Intern Training Plan

Instructions for Using the MITP

To develop the training plan for an individual intern:

- Print the MITP.
- Record the intern's name on the MITP.
- Make pen and ink changes to modify it as needed based upon the intern's background.

To document the intern's progress:

- Complete the documentation section as the intern completes parts of his/her training.
- Include a copy of the MITP as the documentation needed for TAPES and promotions.

Phase I: Formal Training

| Name of Course Type of Training Length of Training and Priority | Specific Training Information | Documentation |
|--|--|--------------------------------------|
| 1. Orientation | Dates of Training (start-end) | Verification of Training Completion: |
| Classroom 1.5 days Priority I | <hr/> | <hr/> <i>Signature and Date</i> |
| | Training Provider: School of Engineering Logistics | Supervisor: |
| | | <hr/> <i>Signature and Date</i> |
| 2. Written Communications | Dates of Training (start-end) | Verification of Training Completion: |
| Classroom 5 days Priority I | <hr/> | <hr/> <i>Signature and Date</i> |
| | Training Provider: School of Engineering Logistics | Supervisor: |
| | | <hr/> <i>Signature and Date</i> |

3. Oral Communications

Dates of Training (start-end)

Verification of Training Completion:

Classroom
5 days
Priority I

Training Provider: School of Engineering Logistics

Signature and Date

Supervisor:

*Signature and Date***4. Administrative Systems
Procedures, Analysis and
Design**

Dates of Training (start-end)

Verification of Training Completion:

Classroom
5 days
Priority I

Training Provider: School of Engineering Logistics

Signature and Date

Supervisor:

*Signature and Date***5. Financial Management**

Dates of Training (start-end)

Verification of Training Completion:

Classroom
2.5 days

Signature and Date

Priority I

Training Provider: School of Engineering Logistics

Supervisor:

Signature and Date
**6. Department of the Army
Publications**

Dates of Training (start-end)

Verification of Training Completion:

 Classroom
 2.5 days
 Priority I

Signature and Date

Training Provider: School of Engineering Logistics

Supervisor:

Signature and Date
**7. Management Information
Training**

Dates of Training (start-end)

Verification of Training Completion:

 Classroom
 10 days
 Priority I

Signature and Date

Training Provider: School of Engineering Logistics

Supervisor:

Signature and Date

8. Intern Leadership Development Course

Classroom
5 days
Priority I

Dates of Training (start-end)

Training Provider: Center for Army Leadership
(Coordinated with the School of Engineering Logistics)

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

9. Research Project

Classroom
2.5 days
Priority I

Dates of Training (start-end)

Training Provider: School of Engineering Logistics

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

10. Statistical Process Control (SPC) and Team Building

Classroom
10 days

Dates of Training (start-end)

Verification of Training Completion:

Signature and Date

Priority I

Training Provider: School of Engineering Logistics

Supervisor:

Signature and Date
11. Acquisition and Contracting

Dates of Training (start-end)

Verification of Training Completion:

Classroom
1.5 days
Priority I

Signature and Date

Training Provider: School of Engineering Logistics

Supervisor:

Signature and Date
12. Introduction to Reliability

Dates of Training (start-end)

Verification of Training Completion:

Classroom
2.5 days
Priority I

Signature and Date

Training Provider: School of Engineering Logistics

Supervisor:

Signature and Date

13. Product Assurance and Test

Dates of Training (start-end)

Verification of Training Completion:

Classroom
5 days
Priority I

Training Provider: School of Engineering Logistics

Signature and Date

Supervisor:

*Signature and Date***14. Commodity Command Standard Systems (CCSS)**

Dates of Training (start-end)

Verification of Training Completion:

Classroom
1 day
Priority I

Training Provider: School of Engineering Logistics

Signature and Date

Supervisor:

*Signature and Date***15. Nondestructive Testing**

Dates of Training (start-end)

Verification of Training Completion:

Classroom
5 days
Priority I

Signature and Date

Training Provider: School of Engineering Logistics

Supervisor:

Signature and Date

**16. Engineer Drawing
Interpretations and Technical
Data Packages**

Dates of Training (start-end)

Verification of Training Completion:

Signature and Date

Classroom
5 days
Priority I

Training Provider: School of Engineering Logistics

Supervisor:

Signature and Date

**17. Preservation and
Packaging**

Dates of Training (start-end)

Verification of Training Completion:

Signature and Date

Classroom
2.5 days
Priority I

Training Provider: School of Engineering Logistics

Supervisor:

Signature and Date

18. Automatic Test Equipment, Test Program Sets, and Test, Measurement, and Diagnostic Equipment

Classroom
1.5 days
Priority I

Dates of Training (start-end)

Training Provider: School of Engineering Logistics

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

19. Test Evaluation Organization and Responsibilities

Classroom
2.5 days
Priority I

Dates of Training (start-end)

Training Provider: School of Engineering Logistics

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

20. Specifications and Standards

Classroom
2.5 days

Dates of Training (start-end)

Verification of Training Completion:

Signature and Date

Priority I

Training Provider: School of Engineering Logistics

Supervisor:

*Signature and Date***21. Environmental Policy**

Dates of Training (start-end)

Verification of Training Completion:

Classroom

1 day

Priority I

Signature and Date

Training Provider: School of Engineering Logistics

Supervisor:

*Signature and Date***22. Integrated Logistics Support**

Dates of Training (start-end)

Verification of Training Completion:

Classroom

5 days

Priority I

Signature and Date

Training Provider: School of Engineering Logistics

Supervisor:

Signature and Date

23. Provisioning

Dates of Training (start-end)

Verification of Training Completion:

Classroom
5 days
Priority I

Training Provider: School of Engineering Logistics

Signature and Date

Supervisor:

*Signature and Date***24. In-plant Quality Assurance**

Dates of Training (start-end)

Verification of Training Completion:

Classroom
5 days
Priority I

Training Provider: School of Engineering Logistics

Signature and Date

Supervisor:

*Signature and Date***25. Depot Quality Operations**

Dates of Training (start-end)

Verification of Training Completion:

Classroom
5 days
Priority I

Signature and Date

Training Provider: School of Engineering Logistics

Supervisor:

Signature and Date

**26. Action Officer Development
Course**

Dates of Training (start-end)

Verification of Training Completion:

Correspondence Course

Signature and Date

Priority I

Training Provider: School of Engineering Logistics

Supervisor:

Signature and Date

Phase II

| Content Area, Type of Training, Length of Training | Competencies to be Acquired | Specific Training Information and Documentation |
|--|---|---|
| <p><i>1. Orientation and Administration</i></p> <p>On The Job Training 5 days</p> | <p>1. The Intern will gain knowledge of:</p> <ul style="list-style-type: none"> (a) general mission (b) major functions (c) local plans and programs, to include safety and security of their assigned duty station. | <p>Dates of Training (beginning and ending):</p> <hr/> <p>Training Provider:</p> <hr/> <p>Verification of Training Completion:</p> <hr/> <p><i>Signature and Date</i></p> <p>Supervisor:</p> <hr/> <p><i>Signature and Date</i></p> |

2. Technical Data

On the Job Training
15 days

2. The intern will gain:

- a) knowledge of the procedures for accumulation, retention, and maintenance of data including blueprints, and engineering drawings
- b) skill in performing research using various forms of technical data within technical libraries, manual files and automated databases

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

3. Reports and Forms

On The Job Training
5 days

3. The intern will gain knowledge of various forms and form types required for completing duty site quality mission.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

4. Modification Work Order Control

On The Job Training
5 days

4. The intern will gain knowledge of:
- a) the Department of the Army modification work order file index
 - b) uses of modifications of work orders
 - c) role in modification control of weapon systems

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

5. Laboratory Control

On The Job Training
15 days

5. The Intern will gain:

- a) knowledge of procedures for certification and control of process, equipment, and skills
- b) skill in identifying operations and processes which require certification
- c) skill in identifying non-destructive testing
- d) skill in assessing the proficiency of special process skills
- e) skill in performing verification inspection for compliance.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

6. Acquisition

On The Job Training
5 days

6. The intern will gain:

- a) knowledge of the local procurement process
- b) skill in identifying and preparing QA provisions
- c) skill in researching and developing QA provisions.

Dates of Training (beginning and ending):

Training Provider:

7. Classification

On The Job Training
5 days

7. The intern will gain knowledge of:

- a) materiel condition coding
- b) characteristics of each condition code.

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

8. Customer Complaints

On The Job Training
5 days

8. The intern will acquire skill in:

- a) analyzing incoming customer complaints
- b) performing investigations
- c) determining validity of the complaint
- d) determining necessary corrective action

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

9. Deviation and Waiver

On The Job Training
5 days

9. The intern will acquire skill in:

- a) investigating the deviation/waiver request
- b) associated Materiel Review Board action
- c) preparing corresponding response to include approval/disapproval recommendations.

Dates of Training (beginning and ending):

Training Provider:

10. Maintenance

On The Job Training
45 days

10. The intern will acquire:

- a) knowledge concepts of organization, policy, and responsibility of the various levels of maintenance including depot level maintenance
- b) skill in researching and identifying required Depot Maintenance Work Requirements and associated quality provisions
- c) skill in participating in preproduction planning by furnishing technical assistance and clarifying requirements
- d) skill in developing and monitoring the implementation of an inspection plan for the in-process and final acceptance inspection of a depot maintenance mission item

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

- e) skill in performing a written evaluation of a portion of the maintenance quality control system to determine adequacy and conformance to requirements
- f) knowledge of eslocal MIS systems.

11. Calibration

On The Job Training
5 days

11. The intern will gain:

- a) knowledge of what constitutes a calibration system
- b) knowledge of how a recall system applies to this concept
- c) skill in determining if the recording, scheduling, and reporting system is maintained current.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

12. Supply Operations (DCMC)

On The Job Training
45 days

12. The intern will gain:

- a) knowledge of shipping, receiving, storage, cyclic and shelf-life inspection operations
- b) skill in assessing these areas to include various forms, frequency of function, nonconforming materiel, both individually and as an organization.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

13. Depot Operations

On The Job Training
10 days

13. The intern is exposed to the various functions accomplished and responsibilities associated with depot operations.

Dates of Training (beginning and ending):

Training Provider:

**14. Major Subordinate
Command**

On The Job Training
10 days

14. The intern will gain knowledge of:

- (a) the various functions accomplished
- (b) responsibilities associated with Major Subordinate
Command operations

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

Dates of Training (beginning and
ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

**15. Defense Contract
Management Command**

On The Job Training
10 days

15. The intern will gain knowledge of:

- (a) various functions accomplished
- (b) responsibilities associated with Defense Contract Management Command operations.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

16. Audits

On The Job Training
5 days

16. The intern will gain knowledge of collecting and analyzing evidence to permit the drawing of conclusions from the audited area.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

Phase III – Specialized Training - On the Job

1. Technical (Commodity/ Product) Training

On The Job Training

110 days

1. The intern will:
 - a) gain knowledge of assigned System, equipment, products, supplies, materiel, and processes
 - b) develop skill in using judgement in making or recommending accept/reject criteria
 - c) demonstrate attention to detail and accuracy
 - d) develop skill in diagnosing and evaluating processes and taking corrective action.

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

2. Quality Management

On The Job Training

20 days

2. The intern is provided an opportunity to demonstrate their ability to plan, organize, direct, coordinate, control, develop long and short range projects and administer a quality control program.

Signature and Date

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

3. Quality Control and

3. The intern will acquire:

Dates of Training (beginning and

***Inspection Techniques
Training***

On The Job Training

20 days

- a) knowledge of various inspection models and techniques applicable to specific commodities, processes, principles, and practices
- b) skill in interpreting the various plans, standards, and specifications involved with the assigned commodity/process.

ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

***4. Quality Assurance Forward
Thinking***

On The Job Training

10 days

- 4. The intern will develop forward thinking concepts with a goal of promoting future goals to be initiated for the continuous improvement of the Quality Function as a critical function of the Department of Defense.

Dates of Training (beginning and ending):

Training Provider:

5. Audits

On The Job Training

10 days

5. The intern will gain knowledge of collecting and analyzing evidence to permit the drawing of conclusions from the audited area.

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

Dates of Training (beginning and ending):

Training Provider:

Verification of Training Completion:

Signature and Date

Supervisor:

Signature and Date

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